



NORTON DEPARTMENT OF  
**PLANNING & ECONOMIC  
DEVELOPMENT**

70 East Main Street | Norton, Massachusetts 02766-2320  
Office: 508-285-0278 Fax: 508-285-0277  
[www.nortonma.org/planning-economic-development](http://www.nortonma.org/planning-economic-development)

**To: All Applicants**

**Re: Special Permit/Site Plan Review Application Requirements**

Revised: 10/18/17

**A Complete application package should include:**

|                                 |  |
|---------------------------------|--|
| <i>Hand Deliver or<br/>Mail</i> | <b>Application fee</b> as a check made out to the town of Norton (Fee Schedule online:<br><a href="https://www.nortonma.org/sites/nortonma/files/uploads/fee_schedule_o.pdf">https://www.nortonma.org/sites/nortonma/files/uploads/fee_schedule_o.pdf</a>  |
| <i>Hand Deliver or<br/>Mail</i> | <b>Abutters listing and mailing labels</b> (see application)- <i>Work with Assessor's department to obtain this</i><br><a href="https://www.nortonma.org/sites/nortonma/files/uploads/request_for_abutters_list.pdf">https://www.nortonma.org/sites/nortonma/files/uploads/request_for_abutters_list.pdf</a>   |
| <i>Electronic Ok</i>            | <b>Completed Application</b> (New- Fillable forms!): <ul style="list-style-type: none"><li>○ Special Permit application:<br/><a href="https://www.nortonma.org/sites/nortonma/files/pages/final_pb_special_permit_new.pdf">https://www.nortonma.org/sites/nortonma/files/pages/final_pb_special_permit_new.pdf</a></li><li>○ Site Plan Review Application:<br/><a href="https://www.nortonma.org/sites/nortonma/files/pages/final_pb_site_plan_application.pdf">https://www.nortonma.org/sites/nortonma/files/pages/final_pb_site_plan_application.pdf</a></li></ul> |
| <i>Electronic Ok</i>            | <b>Engineered plans</b> as 11x17 (Scaled, with North Arrow and identifying information)  |
| <i>Hand Deliver or<br/>Mail</i> | <b>One Set</b> of Full Size Engineered Plans in HARD COPY.   |
| <i>Electronic Ok</i>            | <b>Supporting information as required</b> (drawings, elevations, photos, Letters of support/clarification as attachment, etc)  |

Once you have your application together, please submit all materials and fees directly to DPED, addressed to the Norton Planning Board. **Electronic Files submitted via email are acceptable** for companants as listed above and will be stamped upon receipt. If there are color photos, renderings, please provide 8 sets of hard copies to the Board. Once the application is deemed complete, the Town planner will "stamp the application in" with the Town Clerk. This starts the clock. During the hearing process, Any revised plans (hard copy and electronic copy), Reports and/or additional information shall be submitted to the Planning/Zoning Office by **NOON the Friday prior to the scheduled meeting.**

Additional Information on the Special permit process is available in the town zoning bylaw:  
[http://www.nortonma.org/sites/nortonma/files/uploads/norton\\_zoning\\_by-laws-new.pdf](http://www.nortonma.org/sites/nortonma/files/uploads/norton_zoning_by-laws-new.pdf)

For timeline of the special permit process, outlined as a flowchart:

<http://www.mass.gov/hed/docs/permitting/permittingguide-specialpermitflowchart.pdf>

Questions? Contact Us: 70 East Main St., Norton MA 02766 | P: 508.285.0278 F: 508.285.0277  
[tharkin@nortonmaus.com](mailto:tharkin@nortonmaus.com) | <http://www.nortonma.org/planning-economic-development>